



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
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In Reply Refer To:
3160 (921Bargsten) P

February 15, 2008

EMS TRANSMISSION 02/21/2008
Instruction Memorandum No. WY- 2008-028
Expires 09/30/2009

To: Field Managers and Assistant Field Managers
From: Associate State Director
Subject: Reporting of Spills and Discharges (Undesirable Events) Subject to Notice to Lessee (NTL) - 3A

Program Areas: Fluid Minerals

Purpose: This Instruction Memorandum (IM) will outline and clarify the procedures for Field Office notifications to the Wyoming State Office regarding spills or discharges of oil, produced water, and/or other substances from oil and gas operations subject to NTL-3A.

Policy/Action: To provide early alert to State Office and Washington Office personnel, Field Offices are asked to forward all reports of major (sometimes known as "Class I") undesirable events to the State Office contacts (see Attachment 1) as soon as possible after receipt of the report, but no later than 24 hours after receipt. If the State Office receives a report of an event directly from the operator or other agency, the State Office will forward the information to the appropriate Field Office(s) as soon as possible, but no later than 24 hours after receiving the report.

Field Office notification of major undesirable events to the State Office must be provided by either (1) phone with a follow-up copy of the written report or (2) e-mail/facsimile copy of an initial written notification/report. If there is media interest, public controversy, or substantial health or environmental concerns, Field Office management should directly contact State Office management. Depending upon the circumstances, the State Office may ask the Field Office to provide additional updates on the events and response.

Reporting obligations under NTL-3A do not relieve the operator from mandated reporting and response requirements under other applicable rules and regulations, including provisions under State of Wyoming law. However, it is not BLM's responsibility to ensure the operator has complied with State of Wyoming laws.

Spills or discharges from oil and gas operations not meeting the minimum requirements for reporting under NTL-3A may still be reportable under other regulations or permit conditions of approval. If you have questions whether such requirements exist, please contact your Field Office Hazardous Materials Coordinator.

Information initially gathered from the person reporting the event to the BLM needs to be as comprehensive as possible. A sample Report of Undesirable Event form for accidental releases is available on the BLM intranet (<http://web.wy.blm.gov/921/ogforms.htm>). This form may also be provided to operators to collect the information required under NTL-3A. If necessary, Field Offices should request additional information to ensure protection of human health and the environment (such as soil sample analyses, operations logs, etc.).

The final written report for major undesirable events must provide, at minimum, the information required in NTL-3A. Prior to receiving the final report from the operator, the BLM may request interim reports to ensure incidents are being appropriately addressed by the operator.

The Automated Fluid Minerals Support System (AFMSS) provides a means for documentation and tracking of NTL-3A events; Field Offices must enter NTL-3A releases in AFMSS.

If you have any questions, please contact Travis Bargsten, Physical Scientist at (307) 775-6197 or Ken Henke, Natural Resource Specialist at (307) 775-6041.

Signed by:
James K. Murkin
Acting Associate State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

1 - Attachment
1 - Wyoming State Office Contacts

Attachment 1

Wyoming State Office Contacts for NTL-3A Reporting

Primary

Travis Bargsten, Physical Scientist
307-775-6197, travis_bargsten@blm.gov
Fax: 307-775-6203

Back-Up

Rob Coleman, Petroleum Engineer
307-775-6193, rob_coleman@blm.gov

For hazardous materials releases not otherwise covered by NTL-3A, contact your Hazardous Materials Coordinator or

Ken Henke, Natural Resource Specialist
307-775-6041, ken_henke@blm.gov